



DATE: June 3, 2015
TO: SUD Provider Network
FROM: Business Psychology Associates Provider Network Management
SUBJECT: Client Discharges in WITS

On May 18, 2015, we distributed to each provider a list of clients who, as of May 1, 2015, have open intakes and/or incomplete discharge information in WITS and have not had a date of service in 90 days. We have asked each agency in the network to discharge these clients by June 8, 2015 so that the information on client outcomes is current.

We received a number of requests for additional client information to facilitate the discharge process. We have identified three methods providers can utilize to generate this information internally to allow management of this discharge work throughout the year:

1. The Agency WITS Administrator (AWA) at each agency can build an “Inactive Client” alert to notify when a client has not been active within a specified number of days.
2. The Agency WITS Administrator (AWA) at each agency can build a “Close Discharged Case” alert to notify when a case has been discharged but the intake is still open.

Instructions on how to set up these alerts are located on the WITS website as follows:

[http://wits.idaho.gov/IdahoWITSHome/Announcements/AgencyWITSAdministrator\(AWA\)/tabid/2714/Default.aspx](http://wits.idaho.gov/IdahoWITSHome/Announcements/AgencyWITSAdministrator(AWA)/tabid/2714/Default.aspx)

3. A clinician can utilize the Clinical Dashboard once it has been set up and is available to them in WITS to list the last date of service and discharge date.

Instructions on how to utilize the Clinical Dashboard are located on the WITS website as follows:

<http://wits.idaho.gov/Portals/73/Documents/substanceUse/ClinicalDashboardforaClinicalSupervisor.pdf>

In addition, we will cover this issue in our monthly IWUG call scheduled for Thursday, June 4th at 11 AM. Please sign up at <http://wits.idaho.gov/> to join the call. There will also be a WITS Training on June 25th from 11 AM to 12 PM on the Clinical Dashboard setup. Information on this training can also be found on the WITS website.

As we explained in the May 18th memo, information on the outcome of the episode is required by our state and federal funding sources and provides essential information to our agency partners. Please go through the list and complete the discharge process and close the intake on the case. For this project, it is not necessary to submit a Note to Authorizer in WITS to notify BPA when you have closed each case. We will monitor the list and complete our steps as necessary.

For additional assistance on discharging clients and closing inactive episodes go to <http://wits.idaho.gov/> on the “WITS User Guides” tab in the “Discharge/Episode Closures” section or call the WITS Help Desk at (208) 332-7316, Toll-Free: (844) 726-7493.

If you have any questions on this process, you can also contact your Regional Coordinator below:

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